



## Severe Weather Policy

### Policy statement

Should certain weather conditions become apparent the following policy and procedures will be implemented. It is important to note that all staff due to attend work on these days are checked by the Manager that they are able to attend to ensure that the pre-school can open with full ratio implemented.

### Procedures:

Snow/Ice – Both paths into the pre-school will have salt put down to reduce the risk of slips on the ice. A member of staff will be available to direct parents to keep to the safest route into the preschool. A Facebook entry will be made advising parents of the icy conditions, and an email will be sent to all parents in the morning advising of the icy conditions. If the heavy snow remains throughout the day the school may close early (see school closure) further de-icing will be carried out to provide a pathway into preschool.

Hurricane/High Winds – If the school is open (see school closure) then staff must be aware of any objects that may be lifted and carried through the air and that may become a dangerous projectile, where possible all items should be put away or weighted down to prevent injury. The manager must decide if the garden area is safe to use.

Heavy Rain/Flood - If the school is open (see school closure) then staff must be aware of large amounts of water and ensure that the area is safe for children. Should water levels rise and cover the path the Manager must contact the Site Manager immediately.

School Closure – Should inclement weather mean that the school is to be closed then the Site Manager will contact the Director or Manager to advise them of the closure. The Director or Manager shall contact parents due in on that day via email to advise of closure. School closures can also be found on local radio station web sites. If the school deems it necessary to close early the parents/carers of the children in preschool will be contacted and asked to collect their children as soon as possible. If a carer unknown to preschool staff will be collecting, then the password system will come into effect.

## Sessions

It may be necessary for the health and safety of the children and staff to close the preschool due to the weather. If this is the case, where possible the preschool will try to make up any non-funded sessions that have been missed, however this is not always possible due to capacity and ratio and will be accommodated only where possible and when it is fair to all.

## Legal framework

☐ Management of Health and Safety at Work Regulations 1992

This policy was adopted at a meeting of .....The Hullbridge Preschool..... (name of setting)

Held on ..... (date)

Date to be reviewed ..... date

Signed by .....

Name of Signatory .....

Role of Signatory (ie manager) ...Manager.....